## **Sample Application Forms Linking Girls to the Land Council Grants**

## **Linking Girls to the Land Council Grant Application Packet SAMPLE**



## What are the Linking Girls to the Land Council Grants?

Girl Scouts of the USA's Elliott Wildlife Values Project along with eight federal natural resource agencies:

- USDA Forest Service
- USDA Natural Resources Conservation Service
- USDI National Park Service
- U.S. Geological Survey
- USDI Fish and Wildlife Service
- USDI Bureau of Land Management
- U.S. Environmental Protection Agency
- National Oceanic & Atmospheric Administration

have developed a partnership and have contributed funds and support for Linking Girls to the Land Council Grant projects. These grants of up to \$5,000 encourage Girl Scouts to become more involved in natural resource issues and explore careers related to wildlife and natural resource conservation. They encourage federal and state agencies to participate in the Girl Scout program by helping with conservation-related award work, service projects, and Girl Scout Bronze, Silver, and Gold Award projects.

**Program History:** Since the founding of the grant program in 1998, 74 Girl Scout councils have been awarded a total of 83 grants. These projects served more than 46,000 girls and adults. Before the Linking Girls to the Land Council Grant program was established, many councils had never worked with natural resource agencies and had not budgeted for supplies and other administrative costs. Additionally, many agencies rarely directed their declining resources to environmental education efforts. The availability of this "seed money" brings together the ideas, staff time, and professional expertise to create programs and outdoor experiences for girls that otherwise may not happen. Projects include cooperation with local natural resource professionals, a communication and media plan, and post-event follow-up and evaluation.

Who can submit a Linking Girls to the Land Council Grant application? Any Girl Scout adult volunteer, council staff member, Campus Girl Scout, or Girl Scout 14-17 who has the full support of her council can submit a Linking Girls to the Land Council Grant application for up to \$5,000. All projects must be accomplished in partnership with at least one federal or state natural resource agency.

# Linking Girls to the Land Council Grant Application Selection Criteria Checklist SAMPLE

The following criteria will be used to determine which councils receive grant awards. Please use this as a checklist for what your proposal must include and attach it with your application.

## THE PROJECT MUST:

RF	INI	ONE	OFT	HF	<b>FOI</b>	$I \cap V$	VINC	<b>THREE</b>	ARFAC.
$\mathbf{D}\mathbf{E}$	$\mathbf{I}$	OINE	OI I	111	LOI	$_{1}$ L $\cup$ $_{1}$	VIIVG		AILLAS.

	<b>Environmental Education</b> . This category includes: observation of nature and the environment,
	field ecology, ecosystem monitoring, biological research, interpretive programs, and career exploration.
	1
Ш	Outdoor Skills Development. This category includes: developed camping, backcountry camping, horseback riding, cross country skiing, hiking, and fishing.
_	
	<b>Volunteer Service</b> . This category includes: service projects on federal, state or private land.
Δ1	LSO:
	۵۰۰.
	Involve the interest of the girls.
	Involve the interest of the community.
	Be focused on local natural resources.
	Be reviewed and approved by the applicant's Girl Scout council.
	Be able to be planned and completed within ONE year.
	Demonstrate how the project will benefit both the federal or state agency(ies) and the council.
	Show written commitment of federal or state agencies.
	Present a plan that incorporates the diversity of girl and adult membership within the council's
	jurisdiction and reaches out to serve underrepresented populations.
	Encourage creative and innovative use of community resources.
	Include natural resource, science and/or environmental career development and awareness for
	girls.
	Present a plan for post-event follow up and evaluation.
	Be sustainable and replicable within your council and other Girl Scout councils nationwide.
	Adhere to and support Girl Scouts of the USA policies, safety standards and guidelines.
	Include a council's Certificate of Insurance indicating that GŠUSA is "additionally insured." (Only
	needed if the council is <u>NOT</u> in the GSUSA sponsored Property Casualty Program).

# Linking Girls to the Land Grant Application Project Timetable SAMPLE

## 2004/2006



October 15, 2004 Deadline for Linking Girls to the Land council project applications TO

BE RECEIVED at Girl Scouts of the USA (faxed applications will not

be accepted).

October 16 – November 15, 2004 Linking Girls to the Land national committee reviews project

applications and selects grant award recipients.

**December 15, 2004** Girl Scout council grant recipients notified. Initial 75% of total grant

award check issued.

**January 2, 2005** Girl Scout council Linking Girls to the Land project implementation

begins.

**July 1, 2005** Deadline for Girl Scout council Linking Girls to the Land interim project

report TO BE RECEIVED at Girl Scouts of the USA (faxed reports will

not be accepted).

**January 2, 2006** Deadline for Girl Scout council Linking Girls to the Land Final Project

Report TO BE RECEIVED at Girl Scouts of the USA (faxed reports will not be accepted). Any unused funds should be mailed back to

GSUSA.

**January 3, 2005 – March 15, 2006** Girl Scout council Final Project Reports compiled and evaluated by

Girl Scouts of the USA. Final 25% of award check issued.

## **Linking Girls to the Land Council Grant Application SAMPLE**

## **Instructions:**

- 1. Please TYPE all materials.
- 2. Mail original COMPLETED application with 2 copies to be received by **OCTOBER 15, 2004** to: Jodi Stewart

Linking Girls to the Land Council Grants Membership and Program Initiatives Girl Scouts of the USA 420 Fifth Avenue, 15<sup>th</sup> Floor New York, New York 10018-2798



## A. GENERAL INFORMATION:

Council Name:			
Council Address:	STREET		
	СІТУ	STATE	ZIP
Service Area: Chief Executive Officer:		Phone: (	)
<b>Project Coordinator:</b>		Phone: (	)
	Email:		
Project Title:			
Project Summary Statement:			
T-4-1 - 42 11			
	oer of participating Girl Scouts: participating Girl Scouts by age level:	Junior Senior	
	OF GRANT FUNDING REQUESTED: n your council attend a Linking Girls to the		
If yes, where was the	workshop located?		
What was the month a	and year of the workshop atte nded?		

## **Linking Girls to the Land Council Grant Application SAMPLE**

Project Category: (please check the	one that most represe	nts your project)	
Environmental Education	Outdoor Skills	Volunteer Service	
Federal or State Collaborating Agend	cy (ies):		
Other Collaborators:			
Where will the project take place? Federal land State land (indicate below)	City land (	Girl Scout property(	Other
We are assuming responsibility for the report to be received at GSUSA by July January 2, 2006.			
<b>Chief Executive Officer</b>		Date	

## Linking Girls to the Land Council Grant Application Project Proposal Format SAMPLE

### **B. PROJECT SUMMARY: (Two page limit)**

## Please type an outlined project summary that specifically addresses the following:

- 1. Summarize the project and its objectives in one paragraph.
- 2. Identify the intended benefits for girls and how the project meets their interests.
- 3. Identify how you are incorporating the diversity of girl and adult membership within your council's jurisdiction. How are you reaching out to underserved girls?
- 4. Identify the intended benefits for the community.
- 5. Identify the intended benefits for the nation's natural resources.

### C. PROJECT TIMELINE: (One page limit)

Please design an estimated project timeline beginning with the grant application and concluding with the final project report. The project should be able to be carried out and completed within ONE year.

#### D. PROJECT PLAN: (Three page limit)

#### Please type a project plan outline that specifically addresses the following:

- 1. Describe how the project will be implemented. (Include the steps from the initial start up through the completion. List the staff—including agency representatives, Girl Scout volunteers and/or council staff—expected to be involved and their role).
- 2. Describe how this project makes innovative and creative use of community resources. How does the project generate community involvement and investment?
- 3. Identify how you are incorporating natural resource, science and/or environmental career development and awareness for girls.
- 4. List the facilities and/or equipment that are needed.
- 5. Describe the publicity efforts that are being planned (i.e., local magazines, newspapers, radio, or television).

#### E. PROJECT EVALUATION: (One page limit)

## Please type a brief outline or description of the evaluation methods expected to be used that specifically addresses the following:

- 1. List the methods and/or tools for evaluating project results.
- 2. Describe how the results will be shared with the general public.
- 3. Describe how successful results will be used by your council, other councils, and/or outside organizations.

#### F. AGENCY COLLABORATIONS: (One page limit)

## Please type a brief outlined description about your council's collaborative federal or state natural resource agency(ies) that specifically addresses the following:

- 1. List collaborating federal or state agency(ies) that will be partnering with your council to complete and strengthen this project.
- 2. Describe plans for working with each federal or state natural resource agency in this project so that the collaborations are meaningful. How do the Girl Scouts benefit from the collaboration? How does the agency benefit from the collaboration?
- 3. Include with this application commitment letters from all the federal or state agencies you plan to work with, on agency letterhead.
- 4. List any other non-federal or state natural resource agencies or organizations that you will partner with and explain how. Include a commitment letter(s) if the organization is a key collaborator.

#### G. POST EVENT IMPLICATIONS AND SUSTAINABILITY: (One page limit)

Please type a brief description about how the project will continue and could serve as a foundation for future related projects in your council or community.

- 1. Describe how your project will continue without additional funding from Linking Girls to the Land Council Grant money.
- 2. Describe how your project will serve as a foundation for future related projects in your council or community.
- 3. List examples of how your project could be replicated within your council or by other councils.

## Linking Girls to the Land Council Grant Application Budget Form SAMPLE

EX	PENSES:	<b>AMOUNT:</b>
A.	Project personnel (List project staff support, volunteers, honoraria, etc.)	
	1	\$
	2	\$
	3	\$
	4(Use separate sheet if more space is necessary.)	\$
	(Ose separate sheet if more space is necessary.)	
	TOTAL PERSONNEL:	<b>\$</b>
B.	Consumable Office Supplies and Services	
	1. Office supplies	\$
	2. Copying/duplication	\$
	3. Equipment	\$
	4. Telephone	\$
	5. Printing	\$
	6. Postage	\$
	TOTAL SUPPLIES AND SERVICES:	\$
C.	Transportation	\$
	What type is needed?	
D.	Equipment [lease and/or purchase] (Please itemize on separate sheet)	\$
E.	Other (Please itemize on separate sheet)	\$
	TOTAL PROJECT EXPENSES:	\$
SOU	RCES OF SUPPORT:	
	ing Girls to the Land Grant Request from GSUSA	\$
	ncil funding	\$
	vidual contributions	\$
	er sources (Please specify on separate sheet *)	\$
	,	
	TOTAL PROJECT SUPPORTS	\$

<sup>\*</sup>Describe in-kind support and indicate sources on separate sheet.

## Linking Girls to the Land Council Grant Application Checklist SAMPLE

## Be sure to include the following with your Linking Girls to the Land Council Grant Application:

- 1. Completed pages 4&5 of application packet and signed by your council's CEO. (General information)
- **2.** Narrative of project proposal
- **3.** Project timeline
- **4.** Letter(s) of commitment from collaborating federal or state natural resource agency(ies)
- **5.** Project budget form
- 6. Certificate of insurance (Only needed if the council is NOT in the GSUSA sponsored Property Casualty Program, as a copy of the certificate is already on file). If certificate is not on file, please include a copy of your council's current certificate of insurance showing GSUSA as "additionally insured", with a combined minimum single limit of liability coverage in the amount of \$1 million aggregate for bodily injury and property damage.
- **7.** Additional supporting materials and or information (not required)
- **8.** Selection criteria checklist

Mail original application, signed by your council's CEO and all required forms along with 2 copies (double-sided and stapled) of the entire application to the address below.

If you have questions about the Linking Girls to the Land Application or the Application Process **Please contact:** 

Jodi Stewart
Linking Girls to the Land Council Grants
Membership & Program Initiatives
Girl Scouts of the USA
420 Fifth Avenue, 15<sup>th</sup> Floor
New York, New York 10018-2798
(212) 852-8076
istewart@girlscouts.org

## **Linking Girls to the Land Council Grant Interim Report SAMPLE**

#### **Instructions:**

- 1. Please TYPE all materials.
- 2. Mail COMPLETED interim report so that is it received by **JULY 1, 2005** to: Jodi Stewart



Linking Girls to the Land 2005 Interim Report Membership and Program Initiatives Girl Scouts of the USA 420 Fifth Avenue, 15<sup>th</sup> Floor New York, New York 10018-2798

### A. GENERAL INFORMATION:

	Service An	ea:
	Phone: ( )	
Email:	_	
ement:		
ing Girl Scouts by Age Level:	Daisy Junior	
	Senior Girl Scou	Adults
		Email: Phone: ( )  tement: ticipating Girl Scouts: Daisy Junior Senior

#### **B. PROJECT UPDATE:**

- 1. Please write a brief summary of the purpose of your project.
- 2. Please list the project collaborating agencies.
- 3. Please provide a brief description of the progress of the project beginning steps. (This may simply be a bulleted list of steps.)
- 4. Please provide a brief update on the project accomplishments to date. (This may be a bulleted list of accomplishments.)
- 5. Please describe any challenges you have encountered to date and how you have/hope to resolve those challenges.

## **Linking Girls to the Land Council Grant Final Report SAMPLE**

### **Instructions:**

Date

- 1. Please TYPE or PRINT all materials.
- 2. Please attach photographs or a CD with photos of the project and promotional material featuring the event or project.
- 3. Please attach all receipts related to project expenses covered by this grant award.
- 4. Please have your CEO sign the report.
- 5. Mail COMPLETED application so that it is received by **JANUARY 2, 2006**\* to: Jodi Stewart

Linking Girls to the Land 2005 Final Report
Membership and Program Initiatives
Girl Scouts of the USA
420 Fifth Avenue, 15<sup>th</sup> Floor
New York New York 10018-2798

	420 Fifth Aven	nue, 15 <sup>th</sup> Floor	
	New York, New Y	York 10018-2798	
A. GENERAL INFO	PRMATION:		
Council Name:			
Council Address:			
	STREET		
	CITY	STATE	ZIP
Service Area: Chief Executive			
Officer:		Phone: (	)
Project Coordinator:		Phone: (	)
	Email:		
Project Title:			
	ed by Chief Executive Offic		33 - 3 - 3 - 1 - 1 - Chl-
This final report reflect To The Land Initiative	ts the work completed for the	e collaborative project funde	ed by the Linking Giris

* Please contact Jodi Ste	wart, GSUSA at (8	800) 223-0624 Ext	. 8076 or (212)	852-8076 or
<u>jstewart@girlscouts.org</u> :	should you have a	ıny questions reg	arding this rep	ort.

## LINKING GIRLS TO THE LAND

CEO's Signature

## **Linking Girls to the Land Council Grant Final Report SAMPLE**

#### **B. NARRATIVE REPORT GUIDELINES:**

## Please briefly describe the following. A bulleted outline is acceptable.

- 1. Write a paragraph summarizing the project.
- 2. Describe why your council project was of particular interest to your Girl Scouts and your community.
- 3. Describe what environmental or social need (issue) the project aimed to address.
- 4. Describe the process of building a collaboration with the project partners and what role they played in the development and implementation of the project.
- 5. Describe the method of evaluation and evaluation results for the project.
- 6. Describe the challenges encountered during the planning and implementation of the project.
- 7. Describe how the challenges were resolved.

#### C. PLEASE INCLUDE THE FOLLOWING ATTACHMENTS:

- 1. An outline of expenditures
- 2. All expense receipts
- 3. Samples of evaluation tool(s) used
- 4. List of media used for informing community of the project
- 5. Newspaper and magazine articles and other media attention featuring the project
- 6. Photographs of the project
- 7. Any program resources that were developed for the project

#### D. PROJECT SUMMARY INFORMATION:

## 1. Participant Information: (Please estimate as best as possible.)

a. Number of girls at each age level:	Daisy Brownie Junior Cadette Senior Girl Scouts 11-17	
	TOTAL GIRLS:	
b. Number of adults:	TOTAL ADULTS:	
c. Racial ethnic breakdown of girls:	American Indian/Alaskan Asian/Pacific Islander Black Hispanic White	
d. Racial ethnic breakdown of adults:	American Indian/Alaskan Asian/Pacific Islander Black Hispanic White	

## **Linking Girls to the Land Council Grant Final Report SAMPLE**

Collaborations:	
List of Collaborating Agencies: (check all that apply)	<ul> <li>USDI Bureau of Land Management</li> <li>U.S. Environmental Protection Agency</li> <li>National Oceanic and Atmospheric</li> <li>Administration</li> <li>USDI National Park Service</li> <li>Americans for National Parks</li> <li>USDA Natural Resources Conservation</li> <li>Service</li> <li>USDI Fish and Wildlife Service</li> <li>USDA Forest Service</li> <li>U.S. Geological Survey</li> <li>LOCAL (if marked, please list local names below)</li> </ul>
<b>Finances:</b> a. Linking Girls To The Land GS	USA grant award amount: \$
b. Please list any additional suppo	ort that you were given in the midst of the project:
	\$\$
	<u> </u>
	\$ \$
	\$
c. TOTAL EXPENSES:	\$
COMMENTS: Please feel free to add any additional of Council Grant process on a clearly ide	comments regarding the Linking Girls to the Land entified additional sheet of paper.
	(check all that apply)  Finances:  a. Linking Girls To The Land GS  b. Please list any additional support  c. TOTAL EXPENSES:  COMMENTS:  Please feel free to add any additional of







## GSUSA Leave No Trace (LNT) Master Educator Course Scholarships 2004 Application Packet

In 2004, the Girl Scouts of the USA, through the Linking Girls to the Land Initiative, is offering approximately 20 scholarships for those interested in becoming Leave No Trace Master Educators. The goal of this scholarship program is to provide Leave No Trace Master Educator Course scholarships for adult Girl Scouts interested in communicating and integrating the Leave No Trace outdoor skills and ethics message into their council's outdoor program.

These scholarships are funded through a grant made possible by the U.S. Forest Service to the Linking Girls to the Land initiative. This GSUSA Elliott Wildlife Values Project initiative encourages partnerships between Girl Scouts and federal natural resource agencies in order to offer joint conservation and outdoor programs to Girl Scouts nationwide.

The five day Leave No Trace Master Educator Course provides participants with a comprehensive overview of Leave No Trace techniques through practical application in a field setting. The first day is spent in a classroom, introducing the course, reviewing gear, and packing. The remaining four days are spent on a short hiking, sea kayaking, horse packing, rafting or canoeing trip, learning and practicing the principles of Leave No Trace. Currently, all Leave no Trace Masters Educator Courses are offered by the National Outdoor Leadership School (NOLS) and the Appalachian Mountain Club (AMC).

#### **Tuition Information**

Approximately 20 grant recipients will receive assistance in the form of a \$650.00 - \$765.00 scholarship, depending on location, to cover the full cost of tuition for a Leave No Trace Master Educator Course.

Tuition includes all meals and transportation during the course. Rations, instruction, group equipment and curriculum materials are also included in the cost. Participants are responsible for travel to and from their course location--and at some locations--for lodging while not in the field.

### **Requirements of Scholarship Recipients**

Leave No Trace courses are designed for people in good physical condition who have a strong interest in outdoor recreation, a commitment to training others, and a desire to protect wilderness resources. Applicants must have backcountry backpacking, sea kayaking, or canoeing experience related to the offered course in ordered to attend. Applicants must have completed a two day Leave No Trace train the trainer course.

One of the cooperative goals of the GSUSA Linking Girls to the Land initiative and the Leave No Trace program is to create a network of Girl Scout volunteers that are trained to teach and integrate Leave No Trace ethics and skills into their council's outdoor program. Strongest consideration will be given to applicants who have outdoor education teaching experience and can promote the Leave No Trace message in their council. Scholarship recipients are expected to teach at least two Leave No Trace trainer courses per year.

### Reporting

Within six weeks of completion of the course, scholarship recipients will be responsible for writing an evaluative report summary of their experience. This report must include photos. Reports should be mailed to: Jodi Stewart, LNT Report, Elliott Wildlife Values Project, GSUSA, 420 5th Avenue, 15th Floor, New York, NY 10128.

## **Application Process and Deadline**

The 2004 GSUSA LNT Masters Educator Scholarship applications are due to be received to the address below by March 17, 2004.

Applicants must complete the GSUSA Scholarship Application (see last page) and attach all required information listed on the form. On the GSUSA Scholarship Application you will need to list your  $1^{st}$  and  $2^{nd}$  LNT course site and date.

Send completed applications by March 17, 2004 to:

GSUSA LNT Master Educator Scholarships Attn: Jo Ann Schiffer-Burdett 22835 Calle San Juan de Los Lagos Moreno Valley, CA 92553

## Awarding of Scholarships

<u>Applicants will be notified of their scholarship award by mail during the week of April 14, 2004</u>. Your name will be placed on the National Outdoor Leadership (NOLS) or Appalachian Mountain Club (AMC) course roster. After notification of the GSUSA Scholarship award, RECIPIENTS MUST COMPLETE a Leave No Trace Master Course application for the course you wish to attend in order to confirm your spot in the course. (Note: The GSUSA Scholarship application IS NOT a course registration or application.)

Leave No Trace Master Educator courses listings, GSUSA Scholarships forms, and Leave No Trace Master Educator Course application forms are available on the Leave No Trace website, <a href="https://www.LNT.org">www.LNT.org</a>, or call LNT, Inc. (800) 466-2721.

For additional course information contact:

National Outdoor Leadership School (NOLS) Michael Cheek (307) 335-2213 michael cheek@nols.edu Appalachian Mountain Club (AMC) Dara Houdek (603) 466-2721 x209 dhoudek@amcinfo.org

For more information on the GSUSA Leave No Trace Master Educator Scholarship program please contact Liz Garland at (916) 669-2777 or by email: <a href="mailto:liz\_garland@tdogs.org">liz\_garland@tdogs.org</a>

For information about Linking Girls to the Land activities contact: Jodi Stewart at (212) 852-8076 or by email at <a href="mailto:jstewart@girlscouts.org">jstewart@girlscouts.org</a>.



## Leave No Trace Master Educator Course 2004 Girl Scout Scholarship Application



Applica	nnt Name:		Date:	. U TI
Mailing	Address:			
City, St	ate, Zip Code:			
Phone:		Fax:	e-mail:	
Counci	l Name/Address:			
City, St	ate, Zip Code:			
CEO N	Jame:			
Counci	l Contact:	Phone:	e-mail:	
their ab consider Leave I trainer • <b>Requi</b> offered	polity to effectively reach land eration will be given to applia No Trace message in their courses per year. One GSU rements: You must have leading to attend.  Within six weeks of compare to attend.	rge numbers of Girl Sco cants who have outdoor council. Scholarship rec SA Scholarship is award back country backpackin You must also have con	courses are offered to applicants who demorbuts with the Leave No Trace message. Stroeducation teaching experience and can promocipients are expected to teach two Leave Noed per council.  g, sea kayaking or canoeing experience related impleted a two day Leave No Trace train the in must write an evaluative report summary income.	ongest ote the Trace to the trainer
•		Scholarship Appli LNT Train the Trainer	cants Must: course. Date:	
•	•		ur council contact or staff person.	
•		nck country experience. (	Master Educator. Describe yourself, the nature Quantify recent achievements related to teaching.	
•		eached annually by the L	nt Leave No Trace in your council. Estimate heave No Trace message and how many LNT t	
•	(LNT) Master Educator co	ourses or call LNT Inc. a Course Site	/isit <u>www.LNT.org</u> for a list of Leave No Tract (800) 332-4100 circle: NOLS/AMC circle: NOLS/AMC	ce

For more course information call:

National Outdoor Leadership School (NOLS) Michael Cheek (307) 335-2213 michael\_cheek@nols.edu Appalachian Mountain Club (AMC) Dara Johnson (603) 466-2721 x209 djohnson@amcinfo.org

GSUSA Scholarship Applications are due to be received by March 17, 2004.

**Send completed application form and attach all required information listed above to:**GSUSA Leave No Trace Master Educator Scholarships,

Attn: Jo Ann Schiffer-Burdett; 22835 Calle San Juan de Los Lagos, Moreno Valley, CA 92553 **For scholarship information call Liz Garland at (916) 669-2777; email:** <u>liz garland@tdogs.org</u>